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May 29, 1998

John D. Gibson, Assistant Staff Director
Reports Analysis Division
Federal Elections Commission
999 E Street, NW
Washington, DC 20463

Identification Number C0023073

RE: Year End Report (7/1/97 - 12/31/97)
Your letter dated May 21, 1998

Dear Mr. Gibson:

This letter is in response to your May 21, 1998 letter requesting further information on our campaign procedures in establishing the names, addresses, occupation, and employer information for all contributors. I am enclosing a separate sheet describing these procedures and hope that they will meet your requirements. I hope you will take the time to review them and inform me if they are satisfactory and if they meet the requirements of the law.

As for the 7/1/97 to 12/31/97 year-end report, I have taken the following steps to obtain the requested information relating to the ten contributors whose names I provided in my May 18, 1998 response:

On May 9, 1998 I sent mailed a letter (sample enclosed) to each one of the 10 persons listed along with along with a form designed to make it easy for them to provide the information requested (sample enclosed). I also provided a self-addressed, stamped envelope.

To date, eight of those contributors have responded with the requested information. The letter send to Dr. Paul Grundy was returned by the postal service with a new address provided. His address information was updated on our database and the letter was remailed to him on May 21, 1998. To date I have had no response from Dr. Grundy nor Mr. Michael P. Boyle. I do not have a phone number for either in our database.